



Foreign Exchange Student Placement Process

1. The foreign exchange organization representative shall contact the Waxahachie ISD Director of Educational Support and Counseling after March 1 and prior to August 1 to inquire about availability of placement within a Waxahachie ISD high school.
 - Placements will be made on a first come, first served basis.
 - Waiting lists will not be maintained to hold a request for enrollment.
 - Only completed documentation will be accepted. and only if the 5 students per high school limit has not been met.
2. If an opening is available, the exchange organization representative shall deliver in person, mail, or email the application for enrollment (see WISD Acknowledgement of Foreign Exchange Student Guidelines & Application for Enrollment), including all required documents/records, to the WISD Director of Educational Support and Counseling.
 - Faxed application packets will not be considered.
 - Incomplete application packets will not be considered.
3. Once the required documentation has been received and verified, the application will be signed by the, Director of Educational Support and Counseling, thus approving the exchange student for enrollment. The Director of Educational Support and Counseling will also sign any forms required by the agency at this time.
4. The exchange organization representative and/or the host family will receive a copy of the approved application. This document should be taken to the high school campus when the student arrives in Waxahachie and is ready to enroll at his/her approved WISD high school.
 - The host family should contact the campus's counseling center to make an appointment to enroll the exchange student prior to arriving on campus. An appointment during the summer for scheduling may be recommended.

For further information, please contact:

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